

## "Hi, How Are You?"

### 7 Tips for Great Greetings

1. Do stand up - if you are seated.
2. Smile!
3. Look the person you're greeting in the eye.
4. Move towards him or her and offer a handshake if it's someone you're meeting for the first time.
5. Say the person's name as part of the greeting - "Hi, Mr. Powers, it's good to see you again."
6. Unless it really is just a quick "hello", be ready with a follow-up like, "How are you?" or "Great day isn't it?"
7. When another person says "Hi" to you, respond with your own "Hi".

